



## Housing & Neighborhood Services

<b>Addendum # 1</b>	<b>FY2021 Emergency Solutions Grant</b>
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To: All Perspective Applicants

Date: June 1, 2020

Subject: Addendum # 1 FY2021 Emergency Solutions Grant RFP

In order to constitute a complete RFQ response, you must acknowledge receipt of this addendum on Form 1 - Execution of Proposal in the RFP packet. Any respondent who does not acknowledge receipt of an issued addendum may not be considered for the RFP.

Additional changes or clarifications may be warranted to this RFP. All respondents are responsible for monitoring the Housing Services RFP/RFQ page or [www.ios.state.nc.us](http://www.ios.state.nc.us) for additional addenda.

We appreciate your interest in doing business with the City and look forward to receiving a response from your agency.

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### Item 1 – Request for Qualifications

The submittal of a Request for Qualifications Acknowledgement is a courtesy and not a requirement for submitting a response to this solicitation. All qualified agencies may submit a response.

### Item 2 – Responses to Questions

**Question: On the Execution of Proposal (Form 1) are the No: and Date: blanks in the Acknowledgement of the Addenda supposed to be filled in?**

Answer: Yes, with the release of this Addendum #1 (or any additional Addendums that may be released) you will fill in these blanks with Addendum number and date received, complete the remainder of the form and submit with your application package.

**Question: What is the estimated cost of each HMIS license next year?**

Answer: According to Mecklenburg County, Community Support Services, the estimated cost for an individual HMIS license will be between \$180-\$200. For more information about HMIS cost and local participation requirements, please contact Erin Nixon (Erin.Nixon@mecklenburgcountync.gov).

Question: **Is there a response limit for each question?**

Answer: No, there is not a response limit for each question.

Question: **Are there font and spacing requirements?**

Answer: No, there are no font or spacing requirements.

Question: **On the Staffing Chart (Form 3) how should this be completed if we have a large number of staff performing the same role (i.e. availability, education, experience)?**

Answer: If all things are equal for the same role, and you have 5 or more staff performing this role, you may list the job title and the number of employees in the column 'Employee Name and Title' then complete the remainder of the columns as you would an individual employee. Key staff should be listed individually on the chart.

Question: **Are electronic signature accepted?**

Answer: Yes, electronic signatures will be accepted.